

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Facilities Planner		
<b>Job Code:</b>	TC5150	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	511	<b>Date Created:</b>	08/22/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Coordinates and prepares space-planning suggestions in CAD drawings in response to numerous requests from City Departments for office reconfiguration and minor renovation work. Prepares and tracks inventory of General Fund facilities and departmental space use plans. Organizes project files (electronic and hard copies) of many completed Architectural Services' projects

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Assists customers with programming of the use, re-use, modification or addition of city owned spaces, including some furniture layout possibilities in the new space. Provides budgetary cost estimate and permitting documents for the construction of these activities. Writes work descriptions that will accomplish the work using City Forces, vendors and/or contractors.
2. Develops, accumulates and tracks floor plans for City general fund facilities in both electronic and paper drawing formats.
3. Maintains files, drawings and as-built drawings from city construction projects managed by architectural services.
4. Assists in minor renovation projects by coordinating with user department staffs and preparing CAD drawings with suggested layouts and preliminary cost estimates.
5. Prepare drawings and inventory of many City facilities and departmental occupants.
6. Use GIS system to assist in locating utilities, easements, and property lines for various projects.
7. Conducts building audits to verify employee locations, furniture layout and room configurations are correctly noted on building floor plans and all as-built floor plans are up-to date.
8. Gathers programming information related to space requirements, adjacencies, or move requirements. Works with various city departments and entities to create long-term, short-term and tactical plans for their growth, consolidation and other space requirements.

9. Interfaces with city staff to in the coordination of various facilities projects, including the synchronization and timing and construction of offices, the distribution and installation of furniture, and the relocation of personnel to different locations.
10. Assists in the development of move plans, space assignments, occupancy plans, cabling locations, construction requirements, cost estimates and timelines for all projects.
11. Reviews plans and permit encroachments of Franchise Utilities for construction in City of Fort Worth Right of Way. Manages and assigns projects for the utility inspection staff.
12. Performs other duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Engineering drafting and design, construction techniques, maintenance techniques and engineering principles.
  - Structural, mechanical, civil and electrical engineering technology as they pertain to facilities design.
  - Building trades such as carpentry, electrical, sheet metal work, mechanical, plumbing excavations and roofing.
  - Industry standards and specifications for public works construction projects.
  - Accepted safety standards and methods of construction.
  - City codes and construction standards.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Principles and practices of work safety and building codes.
  - Working contracts, plans, specifications.
  - All types of building materials and equipment.
  - Construction drawings.
  - Cost proposals.
  - Computer program software.
- **Skill in:**
  - Time Management.
  - Project management.
  - Organizing files.
  - Computer software packages such as Microsoft Word, Excel, Outlook, Power Point, and RS MEANS AutoCAD Arcview GIS.
- **Ability to:**
  - Establish and maintain effective working relationships.
  - Interpret and apply pertinent Federal, state and local laws, codes and regulations.
  - Read and interpret blueprints, plans, drawings, sketches, specifications and contracts.
  - Develop cost estimates for construction, repairs and maintenance.
  - Develop specifications, work statements, and drawings.

- Articulate concepts and ideas both contextually and visually.
- Perform multiple tasks at the same time.
- Ability to estimate and prepare work documents using commercial cost estimating guides, such as RS MEANS and industry standards.
- Convert design concepts and design specifications into final designs suitable for in-house and job order contract construction.
- Use electronic drawing and filing systems.
- Provide technical Advice based on experience and knowledge.
- Create, to-scale, AutoCAD drawings of the solutions and convert to a paper drawing or an electronic file for the customer.
- Work with local contractors, vendors and AE firms to create solutions and options.
- Maintain an up-to-date project file for each active project.
- Identify deficiencies in the work and ensue all deficiencies are corrected.
- Work collaboratively as a team member.
- Disseminate clear and concise information.
- Communicate clearly and effectively, both orally and in writing.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree in space planning or a related construction field and five years of experience in providing space planning solutions, preliminary cost estimates, and using AutoCAD and GIS systems.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.